

**REQUEST FOR PROPOSALS
TO PROVIDE BASE CAMP OPERATIONS AND MAINTENANCE SUPPORT AT
HONOKANAI'A, KAHOLAWE, HAWAII**

The State of Hawai'i, Kaho'olawe Island Reserve Commission (KIRC) invites proposals to provide base camp support at Honokanai'a, Kaho'olawe, Hawai'i.

Five (5) copies of the proposal are due on or before 4:30 p.m. HST, Tuesday, January 20, 2004. Proposals should be mailed to:

Stanton Enomoto, Acting Executive Director
Kaho'olawe Island Reserve Commission
811 Kolu Street, Suite 201
Wailuku, HI 96793

or hand delivered to:

Kaho'olawe Island Reserve Commission
811 Kolu Street, Suite 201
Wailuku, HI 96793

For more information, contact the KIRC, Honolulu Office at (808) 587-0037.

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| <u>Table of Contents</u> | <u>Page</u> |
|--|-------------|
| Section A: Background | 1 |
| Section B: Purpose and Objectives | 2 |
| Section C: Scope of Work..... | 2 |
| Section D: Guidelines for Responding to Request For Proposal | 10 |
| Section E: Contractor Selection Procedure | 12 |
| Section F: Discussions With Contractors..... | 13 |
| Section G: Evaluation Criteria..... | 13 |
| Section H: Contract Award Procedure..... | 14 |
| Section I: Pre-Proposal Meeting | 14 |
| Section J: Proposal Due Date..... | 14 |
| Appendices..... | 15 |

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Section A: Background:

Hawaii State Law establishes the Kaho'olawe Island Reserve (Reserve) and the Kaho'olawe Island Reserve Commission (KIRC). The KIRC governs the Reserve, manages its environmental restoration and preservation, and determines the appropriate uses of the island of Kaho'olawe and its marine waters two miles seaward from the shoreline.

Pursuant to Chapter 6K of the Hawaii Revised Statutes (HRS), the Reserve is to be used solely and exclusively for the preservation and practice of all rights customarily and traditionally exercised by native Hawaiians for cultural, spiritual, and subsistence purposes; preservation and protection of its archaeological, historical, and environmental resources; and rehabilitation, revegetation, habitat restoration and preservation, education, and fishing. Commercial uses are strictly prohibited.

Title X of the Defense Appropriations Act of 1994 (Title X) returned Kaho'olawe to the State of Hawaii and requires the U.S. Navy to complete a program of unexploded ordnance (UXO) removal and environmental remediation within ten years. Under the authority of Title X, the Navy and the State executed a Memorandum of Understanding (MOU) signed May 7, 1994, designating the KIRC as the representative of the State of Hawaii in all agreements, plans, and protocols. On November 11, 2003, ten years after the enactment of Title X, the U.S. Navy transferred the access control of the island to the State of Hawaii. However, the Navy contractor, PUXB, is still conducting clearance work on the island and gearing towards project closeout. It is anticipated that PUXB will complete the project closeout by March of 2004.

Kaho'olawe Island is located 151.3 km (94 miles) southeast of Oahu and 9.7 km (6 miles) southwest of Maui, and has an area of approximately 11,655 hectares (28,800 acres). It is 17.7 km (11 miles) long, 11.3 km (7 miles) wide and has a peak elevation of 450 m (1,477 feet). The Kaho'olawe Island Reserve includes the island and waters extending seaward 3.2 km (2 miles) from the shoreline (Appendix A). The island is very dry, receiving approximately 25.5 to 63.5 cm (10 to 25 inches) of rainfall annually. More than one quarter of the island has been severely eroded and contains very sparse vegetation.

The island is remote and uninhabited, without permanent facilities or utilities, and includes only limited dirt roads and foot trails. Communication, such as telephone and radio, is by microwave and radio links. The only established base camp is at Honokanai'a on the southwest end of the island. The existing camp is approximately 6.1 hectares (15 acres) and includes 18 sheet metal and wood structures used for

quarters, shops, storage, galley and mess deck, some of which are connected by wooden boardwalk. Toilets and showers are detached from the living quarters. Temporary quarters and limited utilities on the island are available only in the base camp.

Section B: Purpose and Objective:

The purpose of this RFP is to solicit proposals for the operation and maintenance of the KIRC base camp at Honokana'a, Kaho'olawe, Hawai'i. The Contractor shall provide all labor, material, equipment, supplies, parts, transportation, supervision, administration, and management to operate the base camp in a safe manner in accordance with all applicable OSHA requirements and all Federal, State, and local environmental laws and regulations. The Contractor shall inspect, maintain and repair facilities to meet, at a minimum, 29 CFR Section 1910.142 standards for a temporary labor camp.

Section C: Scope of Work:

- 1. Management and Administration:** The Contractor shall provide all services and resources necessary to manage and supervise the base camp, control expenditures, manage records, provide reports to the KIRC, support State audits and inspections, and provide other administrative services.
- 2. Service Personnel:** The Contractor shall select qualified personnel to perform the required services, manage and supervise their work and keep them informed of all changes in methods of operation (SOPs). It is anticipated that at a minimum, one supervisor and two support personnel will be required to perform the work.
- 3. Camp Safety Program:** Develop and execute a Camp Safety Program for KIRC and Contractor personnel in a manner consistent with the KIRC Health and Safety Plan and Access and Risk Management Plan.
- 4. Hazardous Waste & Used POL Collection, Storage, Transport and Disposal:** Prepare Hazardous Waste Management, Waste Minimization and Spill Prevention Control & Countermeasures (SPCC) Plans. The base camp generates less than 100 kg of HW per month and is conditionally exempt as small quantity generator.
- 5. Custodial Services:** Provide custodial services including labor, tools, equipment, transportation, materials and management for all base camp facilities. Contractor shall submit a Custodial Services Plan.
- 6. Grounds Maintenance:** Provide base campgrounds maintenance services to include all labor, tools, equipment and materials. The Contractor shall submit a Grounds Maintenance Plan. Services shall include, but are not limited to, vegetation control, tree trimming, root removal, planting, fertilizing, watering, surface drainage and erosion control. Services shall also include cleanup and maintenance of

roadways, walkways, common areas, and the beach area. Vegetation control includes maintenance of the 15.25 m (50 ft.) firebreak around the camp perimeter. All grass, trees, shrubs and any other vegetation within the firebreak shall be maintained at a height of less than 10 cm (4 in), unless otherwise directed by the KIRC.

- 7. Compost Toilets:** The Contractor shall be responsible for the operation and maintenance of the composting toilet facilities at base camp at Honokanai'a and other locations within the Reserve. Currently there are six (6) compost toilets at the base camp and four (4) at Hakioawa.
- 8. Gray Water System:** The Contractor shall be responsible for the operation and maintenance of the gray water system facilities.
- 9. Pest Control:** The Contractor shall provide pest control services to include all labor, tools, equipment and material in accordance with all applicable federal, state and local regulations regarding approved pesticide storage and application procedures. A Pest Control Plan shall be submitted. At least one Contractor personnel shall be the certified applicator for restricted use pesticides in accordance the State of Hawai'i regulations. All approved restricted use pesticides shall have a material safety data sheet (MSDS). Disposal of pesticide containers shall be in accordance with federal, state, and local regulatory agencies and manufacturer requirements.
- 10. Preventive Pest Management Services:** Preventive pest management services shall include control or eradication of pests that are defined as insects, rodents, vertebrates, vegetation, and other organisms, animals or plants that may be harmful to human health and comfort. Services shall also include inspection of facilities and potential breeding sites to detect the presence of pests and effective follow-up pest control measures. The Contractor shall ensure that measures implemented to eradicate infestation of rodents or pests do not increase populations of other pests. Rodent infestation within the base camp is seasonal.
- 11. Electrical Utility System:** The Contractor shall provide all labor, tools, equipment and material necessary to operate, maintain and repair the base camp electric power generation and distribution system. The system must be operational 24 hours/day, seven days/week and shall be operated in a reliable manner to minimize power disruptions that could have a significant adverse effect on the base camp operations including computer and range control communication systems. Services shall also include the operation and maintenance of the engine-generator diesel fuel storage and delivery system, portable emergency generator units and all camp building window air conditioning units. Energy conservation measures must be considered to conserve fuel. The electrical power generation and distribution equipment shall be operated in accordance with the manufacturer, State, OSHA and other applicable health, safety and noise requirements including the National

Electrical Safety Code. A Diesel Engine-Generator Maintenance Plan and Log shall be prepared and submitted.

The Contractor shall provide the labor (General Maintenance Technicians) and management to operate, maintain, and repair (at the operational level), in accordance with the manufactures recommendations, one GFE 400DSE Detroit Diesel 350kW generator set, one GFE SR4 Caterpillar 250kW generator set or other generator set as required, and associated distribution system and switching hardware. The Contractor shall ensure that the electrical utility system provides reliable service 24 hours a day, seven days a week, by performing scheduled maintenance when due (10% variance), promptly requesting the factory support representative when the repairs are beyond scope, and recording and reporting all faults promptly. The Contractor shall operate the generators in such a manner to minimize power disruptions that will have an adverse impact on the communications and computer operations on the island. The Contractor shall also operate and maintain twenty-five (25) 5 kW generators (or smaller), 43 window mounted (15,000 to 24,000 BTU) air conditioners, one 40kW, one 22.5 kW salt-water pipeline generator, and the diesel fuel storage and delivery system for these generators.

12. Potable Water System: The Contractor shall provide all labor, tools, equipment and material necessary to repair, operate and maintain the base camp potable water system. The system includes a reverse osmosis (RO) treatment system, ocean intake feed water system, brine disposal system, chlorine injection system, treated water storage tanks, and a pump/pipeline distribution system.

The Contractor shall provide the labor to operate and maintain two single stage 6,056-liters/day (1600 gallons/day) RO water production systems in accordance with the manufacturer's recommendations including the manual disinfecting operations, temporary holding tank, and two 22,712-liter (6,000 gallon) potable water storage tanks. This includes adding sodium hypochlorite, for disinfecting, and maintaining the two 22,712-liter storage tanks, two potable water-pumping stations, and the associated piping for the system. The Contractor shall be responsible for submitting a maintenance schedule for the potable water system.

For the purpose of this RFP, the Contractor can assume that the base camp water supply system will not be classified as a Public Water Supply System and the operations and maintenance standards and schedule will not have to meet the Public Water Supply System regulations.

The Contractor shall be responsible for monitoring the quality of water by testing water samples for each tote of water produced prior to pumping it to the holding tanks and by monitoring the auto detect monitors located at the pump stations. The Contractor shall be responsible for taking monthly and quarterly samples for testing by an independent laboratory to ensure that the water quality meets or exceeds Federal and State of Hawai'i potable water quality standards. Monitoring of total and

fecal coliform shall be performed in accordance with HAR §11-20-9. Monitoring of organic, inorganic, turbidity, and radionuclides shall comply with HAR §11-20-10 to HAR §11-20-13. The water system shall meet Surface Water Treatment Rule Requirements per HAR §11-20-46 and Lead and Copper rule per HAR §11-20-48. Monitoring of special contaminants and unregulated contaminants shall be performed in accordance with HAR §11-20-34 to HAR §11-20-37. Record keeping practices shall follow HAR §11-20-19. Notification procedures, in the event of non-compliance, shall be in accordance with HAR §11-20. The Contractor shall submit water monitoring reports as required.

Upon request by the Contractor, the KIRC will provide KIRC personnel for bi-monthly cleaning of the ocean intake for the RO system. The Contractor shall be responsible for scheduling and coordinating the intake cleaning.

The Contractor shall operate and maintain the brine disposal system in the base camp and ensure that daily checks are accomplished for line leakage, blockage, over filling and for any sign indicating that the system is discharging excessive salts back into the ocean.

The Contractor shall operate, maintain, and record readings of the automated potable water testing system. The existing automated system includes an inline turbidity meter, pH sampler, and chlorine analyzer.

13.O&M Personnel: The water system operation and maintenance personnel shall be properly trained by the equipment manufacturer(s) and certified by the State in the operation and maintenance of all water system facilities and equipment including RO treatment, disinfection, storage, distribution and collection of samples for transport to a certified laboratory for analysis.

14.Transportation Operations and Management: The Contractor shall be responsible for transporting to Kaho'olawe, Contractor personnel and all equipment, materials and goods for supporting the base camp operations. Transportation services shall include air transportation (helicopter) and sea cargo transportation (barge and/or landing craft) with beach loading and unloading capability. The island has helicopter landing areas but no fixed sea-craft or aircraft facilities. The limited island roadways are unpaved and subject to flooding and erosion. Vehicles for ground transportation on Kaho'olawe will be provided by the KIRC.

15.Equipment and Vehicle Maintenance: The Contractor shall be responsible for maintaining all equipment and vehicles within the Reserve. The KIRC will provide ground transportation vehicles for use by authorized Contractor personnel within the Reserve. Maintenance requirements include preventive, routine and emergency maintenance capabilities. All incoming vehicles for on-island use shall be inspected and certified to be clear of any alien species of flora & fauna. A list of equipment and vehicles that will need regular maintenance is provided as Appendix B. The

Contractor may use the list to determine the 'level of effort' required to perform the work under this task.

16. Solid Waste Collection and Disposal: Provide all labor, tools, equipment and material to operate and maintain a solid waste management system in accordance with applicable Federal, State, and Local laws and regulations. Solid waste includes non-hazardous garbage, refuse, and other non-industrial liquid, semi-solid and solid materials generated as a result of base camp activities. Solid waste management activities shall be conducted to adequately protect human health and to prevent the propagation of insects, rodents and other pests. The Contractor shall prepare and implement a Base Camp Solid Waste Management Plan to minimize waste production and to recycle materials to reduce the quantity of waste for off-island landfill disposal. The system shall include waste reduction measures, source separation methods, recovery of recyclable materials, on-island composting of organic material and the packaging and short term storage of collected materials for off-island shipment and delivery to recycling centers and landfill disposal facilities. Services shall include the collection, temporary storage, transport and off-island disposal or use of the waste material. On-island disposal of solid waste is prohibited.

17. Medical Services: The Contractor shall ensure that its employees are certified in First Aid and Cardiopulmonary Resuscitation (CPR). The Contractor shall be responsible for providing first aid kits and infirmary supplies. Any shortages and out of date items shall be replenished in a timely manner.

18. Food Services: Provide food service functions limited to cooking and baking Monday through Sunday, breakfast, lunch and dinner. Also provide unattended snack and beverage such as water, juice, hot chocolate, and coffee services in the mess deck after dinner until 2000 hours. When requested in advance, food shall be prepared and ready for pickup by KIRC field personnel. The Contractor shall utilize the following guidelines for estimating the number of meals required per year:

- a. Breakfast, lunch, and dinner for 10 persons, 4 days a week, 35 weeks per year.
- b. Breakfast, lunch, and dinner for 5 persons, 4 days a week, 52 weeks per year.
- c. Breakfast, lunch, and dinner for 3 persons, 2 days a week, 26 weeks per year.

The Contractor shall maintain the KIRC furnished Food Service equipment. The Contractor shall be responsible for the procurement and transportation of supplies, repair parts and food items.

19. Billeting: The Contractor shall provide lodging for KIRC personnel and authorized visitors. Billeting facilities shall be as specified by OSHA requirements for temporary labor camps. The KIRC will give five calendar days advance notice of billeting requirements. The Contractor shall provide one set of clean linen per person per week. Billeting facilities operation, maintenance and repair logs shall be maintained

and made available to authorized KIRC personnel upon request. The Contractor shall utilize the following guidelines for estimating the scope of billeting on an annual basis:

- a. 10 persons for 4 days a week for 35 weeks per year.
- b. 5 persons for 4 days a week for 52 weeks per year.
- c. 3 persons for 2 days a week for 26 weeks per year.

20. Operation & Maintenance of POL Systems: Provide approved petroleum, oil and lubricant (POL) products, equipment and services to support activities on Kaho'olawe. The Contractor shall comply with applicable Federal, State, and Local standards and regulations on transportation, storage, issuance and disposal of POL products, to include spill prevention and cleanup requirements, hazardous waste collection, accumulation, transportation and disposal. The Contractor shall also protect, repair and maintain containment structures, including those for secondary containment in accordance with applicable Federal, State, and Local laws and regulations. Establish standard operating procedures, hours of operation, safety procedures and fire prevention measures in order to conduct POL operations in a safe manner. Personnel shall be properly trained and certified in the operation and maintenance of similar POL systems. A POL Operations & Maintenance Plan shall be submitted.

21. Fire Protection Services: Plan, develop, and implement a fire protection and suppression program for the base camp. Fire fighting equipment and volunteer fire fighting services shall be provided 24 hours/day, 365 days/year. Fire fighting shall be restricted to brush fires and to small structural fires in areas cleared of UXO that can be readily handled.

The Contractor shall provide fire protection services by maintaining the existing fire extinguishers, smoke alarms, and sprinkler system in base camp in accordance with the manufacturer's recommended maintenance schedule. The Contractor shall man and operate one (1) F-250 truck with a slip-pump and tank unit on as needed basis to protect base camp individuals from loss of life and injury.

The Contractor shall perform monthly operational inspections of the installed smoke detectors in all areas, fire suppression system installed in berthing spaces and the Mess Hall, and all 46 fire extinguishers in the base camp. The Contractor shall service, refill, and perform hydrostatic testing of type A, B, C, and Purple K filled extinguishers. Scheduled maintenance (inspection, removal from service, and replacement) shall be conducted in accordance with all Federal, State, and Local laws and regulations. All emergency unscheduled maintenance (i.e. an item has failed) shall be performed immediately. The Contractor shall maintain and repair the billeting sprinkler system in accordance with the manufacturer's recommendations. The range hood fire suppression system shall be tested and certified semi-annually in accordance with the manufacturer's recommendations. The Contractor shall also

perform monthly fire detector and smoke alarm testing in all base camp occupied buildings in accordance with all Federal, State, and Local laws and regulations.

22. Security Services: Develop and enforce base camp security procedures. All Contractor personnel shall be briefed in the general security procedures for Kaho'olawe Island including KIRC access requirements, water and land trespass definitions, and procedures regarding notification of trespass violations. The Contractor shall be responsible for base camp personnel safety and securing and safeguarding all base camp property, facilities, equipment and material. The Contractor shall provide for the timely reporting of all unlawful activities including criminal violations, personnel injuries and property losses and damage.

23. Communications: The base camp currently has eight telecommunication lines with some expansion capability. The Contractor shall provide all labor, tools, equipment and material to operate, maintain and repair all communications systems. The systems include, but are not limited to: radio consoles/equipment, transmission lines, antennas, hand-held radios, telephones, cellular phones, FAX machines, range control equipment, microwave radio communication equipment, solar panels and battery equipment. All communications systems shall comply with the HERO requirements. The Contractor shall obtain all required operating permits. A Communications Plan shall be submitted as required by the contract. A list of existing communication equipment at the base camp is provided as Appendix B The Contractor may use the list to determine the 'level of effort' required to perform the work under this task.

24. Engineering and Maintenance Control Services: Provide all labor, tools equipment and material to perform the required engineering and maintenance services in the Reserve. Services shall include, but are not limited to:

- a. A detailed turnover inspection followed by annual control inspections of all base camp structures and facilities.
- b. Identification of deficiencies and maintenance, minor repair and/or replacement work required to comply with applicable health and safety requirements.

25. Buildings and Structures Maintenance / Repair: The Contractor shall provide all labor, tools, equipment and material to perform the required buildings, structures and installed equipment maintenance and repair work resulting from the inspection work. An annual Preventive Maintenance Inspection/Service (PMI) Program shall be prepared and implemented that provides for the systematic performance of preventive maintenance services on all vital operating equipment, structures and facilities. A Monthly Work Plan shall be prepared and implemented to accomplish the work. A Facilities O&M Plan shall be submitted. All maintenance and repair work shall be performed or supervised by journeyman craftsman properly trained and certified in the craft being performed. A list of existing buildings at the base

camp and building types is provided as Appendix C and may be used by the Contractor for developing a detailed scope of work.

26. Supply Management: The Contractor shall establish an appropriate material supply, inventory and record keeping system to manage, procure, transport, receive, store, stock, issue, pack and dispose of supply materials used on-island. Supply materials include consumables, minor property, equipment, parts and related items to support the base camp operations.

27. Roadway Maintenance: The Contractor shall provide all labor, equipment, and material for the maintenance of the roads around the base camp as well as K1 road. A map of the roads requiring maintenance is provided in Appendix D. All roads around the base camp are dirt roads and require periodic grading and maintenance. K1 road is approximately 13 Km in length and runs from the base camp to Luamakika at the top of the island. It is a compacted gravel road and requires periodic maintenance, particularly so after major rainfall. The Contractor shall also provide all labor, equipment, and material for the maintenance and repair of the drainage and runoff control systems that are associated with the roads requiring maintenance.

28. Fuel: The Contractor shall provide diesel and gasoline fuel for operation of all vehicles and equipment within the Reserve.

29. Plans and Programs: As a part of this contract the Contractor shall submit the following Plans and Programs within thirty (30) days from the date of Notice to Proceed.

Plans

Hazardous Waste Management Plan
Waste Minimization Plan
Spill Prevention Control & Countermeasures Plan
Custodial Services Plan
Grounds Maintenance Plan
Pest Control Plan
Diesel Engine-Generator Maintenance Plan
Potable Water System Maintenance Schedule
Base Camp Solid Waste Management Plan
POL Operations & Maintenance Plan
Communications Plan and SOP
Facilities Operations and Maintenance Plan
Monthly Work Plan

Programs

Camp Safety Program
Preventive Maintenance Inspection/Service (PMI) Program

Section D. Guidelines for Responding to Request for Proposals

1. Conditions:

- a. The contract will be a fixed unit-price contract.
- b. The contract duration initially will be fifteen (15) months from the date of the Contractor's Notice to Proceed. After the end of the initial contract duration, the KIRC may, based on the necessity to operate and maintain the base camp and the availability of funds, extend the contract on a year to year basis without any further solicitation.
- c. Preparation of the proposal and participation in the Pre-Proposal Meeting shall be at the Contractor's expense.
- d. The proposal may be organized in whatever manner the Contractor believes will best present the information required in Section D.2. below.
- e. All interested Contractors should complete and return a NOTICE OF INTENT TO BID by January 9, 2004. This notice is for informational purposes only. Failure to submit the notice will not exclude interested parties from submitting a proposal.
- f. All changes to the RFP will be made by KIRC in the form of written addenda. If such addenda are required, they will only be sent to those interested Contractors who have submitted a NOTICE OF INTENT TO BID.
- g. KIRC will make available copies of materials on file in the furtherance of this contract, as appropriate.
- h. The Contractor must be willing to access Kaho'olawe Island, with the understanding that the Island is unsafe and that there is a potential to encounter unexploded ordnance.
- i. The Contractor shall provide in writing those portions of the un-priced proposal that contain trade secrets or other proprietary data that are to remain confidential. Pursuant to Hawai'i Administrative Rules §3-122-58, material designated as confidential shall be readily separable from the proposal in order to facilitate inspection of the non-confidential portion of the proposal.
- j. The Contractor and any sub-contractor(s) must comply in all respects with contract provisions as contained in, but not limited to, Federal Register 24 CFR, Part 85 and to all other pertinent Federal, State and County laws such as the following: Equal Employment Opportunity, Non-Discrimination in Employment,

Anti-Kickback Act, Labor Standards, Work Hour, Women's Business Enterprises, Non-Segregated Facilities, Environmental Protection, Conflicts of Interest, Access, Inspection and Retention of Work and Records, Consolidated List of Persons or Firms Currently Debarred, Violations of Various Public Contracts Acts Incorporating Labor Standard Provision, Unauthorized Lobbying, Affirmative Action, and Interest Exclusion.

2. Proposal Content: All proposals are to contain, at a minimum, the following information:

a. Qualifications and Technical Specifications;

1. A description of Contractor's organization including the relationships and responsibilities of the project team members, sub-contractors, and project director.
2. A general statement of qualification identifying the Contractor's or Sub-Contractor's relevant experience or specialized knowledge in:
 - i. Operating and maintaining temporary work camps in remote locations.
 - ii. Program Management.

Fiscal management and fiscal record keeping and ability to accurately track project costs.

b. A detailed work plan, which shall include at a minimum:

1. A description of the Contractor's understanding of the scope of work contained in Section C of this RFP and their proposed approach for completing the identified tasks and the services to be provided. Also, the Contractor may choose to propose an alternative scope of services, which meets the intended goal of the scope of work contained in Section C. However, if any identified task is not included in the proposal, or if an alternative scope of services is provided, the Contractor must provide a justification.
2. Schedule and time estimates for each significant segment of work and the staff person(s) and level to be assigned.
3. Information and assistance, which would be required by the Contractor from the KIRC.

c. The proposal shall be signed by an individual authorized to bind the Contractor and shall contain a statement that the proposal is a firm offer for a ninety (90) day

period. The proposal shall also provide the following information: Name, title, address, and telephone number of an individual who may be contacted during the period of proposal evaluation and with authority to negotiate and contractually bind the company.

3. **Costs:** Provide an itemized budget for the project that is consistent with work plan referenced in Section D.2.b of this RFP. A 'Summary Work Breakdown Structure' template is made available to the Contractor as Appendix E. The Contractor shall use the 'Summary Work Breakdown Structure' template to identify all the tasks included in section C 'Scope of Work'. The Contractor may subdivide each tasks listed in Section C into as many sub-categories as necessary to provide an accurate description of the 'level of effort' required for carrying out each tasks. Cost estimate for each task and/or subtasks shall include, at a minimum, personnel cost, labor cost, material cost, equipment cost, and transportation cost required to perform the task or subtasks. The description and costs of services to be provided should be as detailed as possible.

Section E. Contractor Selection Procedure

1. Only proposals received on or before the due date contained in Section J below will be considered.
2. Proposals, which do not fully comply with the Proposal Content in Section D.2. above will not be further considered.
3. An Evaluation Committee will be formed by the KIRC to evaluate the technical and cost portion of each proposal.
4. If deemed necessary, the Evaluation Committee may conduct interviews or discussions with Contractors who submit proposals determined to be reasonably acceptable to being selected for award. The KIRC reserves the right to accept proposals and make an award without such discussions. Contractors may be asked to disclose potential conflicts of interest during the selection process.
5. This request for proposals may be canceled if, at any time in the selection process, it is determined by the KIRC that doing so would be in the best interest of the State. The Evaluation Committee reserves the right to select portions of a proposal, or to reject any and all proposals when it is in the best interest of the State.
6. In making the final selection, the Evaluation Committee will review and evaluate all proposals relative to the Evaluation Criteria in Section G of this RFP.

Section F. Discussions with Contractors

1. Before conducting any discussions pursuant to Section E.4. of this RFP, a “priority list” shall be generated by the Evaluation Committee.
2. In order to generate a priority list, proposals shall be classified initially as acceptable, potentially acceptable, or unacceptable.
3. All responsive and responsible Contractors who submit acceptable or potentially acceptable proposals are eligible for the priority list.
4. If numerous acceptable and potentially acceptable proposals have been submitted, the Evaluation Committee may rank the proposals and limit the priority list to at least three responsive and responsible Contractors who submitted the highest-ranked proposals.
5. Those responsive and responsible Contractors who are selected for the priority list are referred to as the “priority-listed Contractors.”
6. Discussions will be limited to only “priority-listed Contractors.”

Section G. Evaluation Criteria

The Evaluation Committee will review and evaluate all proposals based on the following criteria:

1. Experience in managing similar base camp operations and maintenance in remote areas (40%)
2. Project Management experience in Federal or State government projects (15%)
3. Fiscal management and fiscal record keeping and ability to accurately track project costs. (15%)
4. The total budget submitted, competitiveness and reasonableness of price (30%).

Section H. Contract Award Procedures

Upon selection, the KIRC reserves the right to negotiate final scope of work and compensation rates with the selected Contractor. Schedules, standards of performance, benchmarks, and methods of payment are also subject to negotiation prior to contract award. Subject to approval of contract, the selected Contractor will be awarded a fixed unit-price contract. The term of the initial contract shall be fifteen (15) months from the date of the Notice to Proceed to the Contractor.

Section I. Pre-Proposal Meeting

A Pre-Proposal Meeting will be held on Tuesday, January 13, 2004 at 9 a.m. at the base camp at Honokanai'a for the purposes of answering questions on this RFP, at which time the Contractor will be allowed to do a walk through of the base camp facility. The KIRC will provide round trip transportation for two Contractor personnel from Maui to Kaho'olawe. Travel to Maui shall be at the Contractor's expense. The Contractor shall notify the KIRC its intent to attend the Pre-Proposal meeting one-week in advance of the date of the meeting. Written questions from consultants will not be accepted at any time. Any necessary addenda will be handled per the provisions contained Section D.1.g of this RFP.

Section J. Proposal Due Date

Five (5) copies of a proposal should be submitted to the Kaho'olawe Island Reserve Commission, 811 Kolu Street, Suite 201, Wailuku, HI 96793 no later than 4:30 p.m. HST, Tuesday, January 20, 2003.